

Reapplying for your notary commission

Before you start

Understand there is not actually a "renewal" process for notaries.
Notaries must receive a new commission number and expiration period when their current commission expires.
To receive a new notary commission number, you will need to apply similarly to how you did previously.
This commission is to replace your previous commission number (it is not required)

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division".
This will take you to the notary homepage.

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This will take you to the notary homepage.

Locating the Notary Homepage

Click on the Notary web page select "SGS Online Notary Portal".

Things you need before you start

- Drivers license number for state ID card
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notary for your employer:
• Employer name
• Address
• Phone number

Things you need before you start

You must secure a bond prior to submitting a notary application.
• The bond must be for \$5000.
• The bond must be valid for the same 5 year period as the notary commission.
• After securing the bond, you will receive documentation stating the amount of the bond and the bond number.
There are two types of bonds. Surety and Fidelity.
• Fidelity bond is obtained when a person other than the applicant pays for the \$5000 bond in the form of real property they own.
You can start the application process without having your bond information.

Step 1

To reapply for your notary commission select "Apply".

Step 2

Answer the Pre-Qualification Questions.

Pre-Qualification Questions

Step 3

Enter your email address. A password ID number will be emailed to you.

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Step 4

Review your information. You will need this if you are unable to complete the process in one sitting.

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Step 5

Select whether you have previously been a notary.

Select whether you have previously been a notary.

Step 6

Search for your current or past notary commission. When conducting the search, only use your commission number or first and last name. Leave all other fields blank.

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Step 7

Select your commission in the match found list.

Select your commission in the match found list.

Step 8

Complete the eight multiple choice testing questions. When the testing is completed, select "Continue".

Complete the eight multiple choice testing questions. When the testing is completed, select "Continue".

Step 9

Download the Information for personal and business information. Read, Printout, make corrections.

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Step 10

Complete the information. You must be 18 years old at the time of the application. Select "Yes/No/Not Applicable" for each question.

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Step 11

Select the type of bond you have obtained. There is bond information for each type of bond. Select "Yes/No/Not Applicable" for each question.

Select the type of bond you have obtained. There is bond information for each type of bond. Select "Yes/No/Not Applicable" for each question.

Step 12

Review your information. You will need this if you are unable to complete the process in one sitting.

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Step 13

Review your information. You will need this if you are unable to complete the process in one sitting.

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Step 14

Consider the payment process for your renewed notary application. The fee is \$12.00.

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Step 15

You will then receive a confirmation letter via email with a link to print your commission certificate.

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Step 16

Print your commission certificate from your confirmation letter. You will be charged \$6.00 for additional copies.

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Obtaining your Notary Stamp or Seal

Make sure to destroy your previous stamp or seal as it will no longer be valid.
To obtain a notary stamp or seal, you can take your commission certificate to an office supply store. This may also require a notary application to obtain the required stamp or seal.
The Indiana Secretary of State's office does not provide notary stamps or seals.

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended for greater record. Journals can be purchased from any office supply store.
Information to include in a journal includes:
• Date and time of notarial act
• Type of notarial act
• Name of the document notary is acting on
• Name of the person(s) notary is acting on
• Physical use of notary
• Signature of the notary public identified the signatory
• Any other pertinent information
To obtain a notary journal, contact the Indiana Secretary of State's office.

Important Reminders

- The commission is valid for the Secretary of State's office if you change your last name.
- The commission is valid for the Secretary of State's office if you change your first name.
- If you do not renew your commission with the Indiana Secretary of State's office, you will lose your commission prior to the next expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-4531
Email: inotary@ind.gov
Mailing Address: Business Services Division, 101 West Washington Street, Room 1208, Indianapolis, IN 46204

Please view this Prezi in full screen mode

Reapplying for your notary commission

Before you start

Understand there is not actually a "renewal" process for notaries.
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This commission is to replace your previous commission number if it has expired.

Locating the Notary Homepage



Locating the Notary Homepage



Locating the Notary Homepage



Things you need before you start

- Drivers license number for state ID card
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notary for your employer:
• Employer name
• Address
• Phone number

Things you need before you start

You must secure a bond prior to submitting a notary application.
• The bond must be for \$5000.
• The bond must be valid for the same 5 year period as the commission.
• After securing the bond, you will receive documentation stating the amount of the money and the bond number.
There are two types of bonds: Surety and Prepaid.
• Prepaid Bond is obtained when a person other than the applicant pays for the \$5000 bond in the form of real property they own.
You will need the application number printed below your bond information.

Step 1



Step 2

Answer the Pre-Qualification Questions.



Step 3

Enter your email address. A temporary ID number will be emailed to you.



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9



Step 10



Step 11



Step 12



Step 13



Step 14



Step 15



Step 16



Obtaining your Notary Stamp or Seal

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The Indiana Secretary of State's office does not provide notary stamps or seals.

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended for greater journal. Journals can be purchased from any office supply store.
Information to include in a journal includes:
• Date and time of notarial act
• Type of notarial act
• Name of the document notary signed
• Signature of the notary public identified the signatory
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Important Reminders

- The commission is valid for the Secretary of State's office if you change your last name.
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- If you do not renew your commission with the Indiana Secretary of State, you will lose your commission prior to the next expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-4531
Email: inotary@ind.gov
Mailing Address: Indiana Secretary of State's Office
101 West Washington Street
Room 1208
Indianapolis, IN 46204

Please view this Prezi in full screen mode

Before you start

Understand there is not actually a "renewal" process for notaries.

Notaries must receive a new commission number and expiration period when their current commission expires.

To receive a new notary commission number, you will need to apply similarly to how you did previously.

You cannot continue to notarize with your previous commission number if it has expired.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



The screenshot shows the Indiana Secretary of State website. The header includes the IN.gov logo, navigation links (Text, Find an Agency, Find a Person, Account Center, Online Services, FAQs, Help), and the Secretary of State's name, Connie Lawson. A search bar is also present. Below the header is a horizontal menu with various service categories: About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. The main content area features a large banner for "Register to VOTE ONLINE" with a "get started" button. To the left of the banner is a sidebar menu under "SOS HOME" with links to About SOS, Business Services Division (highlighted with a red box), Securities Division, Election Division, Auto Dealer Services Division, Precious Metal Dealer Registration, Forms by Division, Media Center, Fellowships and Internships, and Contact Us. To the right of the banner is a section for "Online Services" listing various business and legal services. Below the banner is a "Welcome" section with links to learn more about Secretary Connie Lawson and a program for Hoosiers.

www.in.gov/sos/

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ SOS Search

IN.gov A State that Works

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Secretary of State

SOS HOME

- About SOS
- Business Services Division**
- Securities Division
- Election Division
- Auto Dealer Services Division
- Precious Metal Dealer Registration
- Forms by Division
- Media Center
- Fellowships and Internships
- Contact Us

Register to VOTE ONLINE

Fast, Easy, Secure

get started

Welcome

Learn more about Secretary Connie Lawson - [click here](#)

Secretary Lawson has expanded her financial literacy program to benefit all Hoosiers. Learn more at [Indiana MoneyWise](#)

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- Precious Metal Dealer Registration
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs **I Want To...**

Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



www.in.gov/sos/business/index.htm

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions

Your Business Starts Here!

Online Services for Corporations

Email Manager

Business Search

UCC

Notary

Trademarks

Apostilles

Service of Process

Division Forms

News Archives

Calendar

Contact Us

"You have made doing online business so easy! You created user-friendly systems that are extremely helpful."
Hoosier Business Owner

learn more

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Alerts

- FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES

Helpful Resources

- Online toolkit to help start your business
- Fraudulent compliance requests to Hoosier businesses
- Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party
- Indiana Business Law Survey Commission and governing in the Global Age

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

Business Services Division > Notary

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions

Your Business Starts Here!

Online Services for Corporations

Email Manager

Business Search

UCC

Notary

Trademarks

Apostilles

Service of Process

Division Forms

News Archives

Calendar

Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

[Click here](#) to access the online notary portal.

*The Notary Portal has been designed to work with **Windows Internet Explorer 8 & 9** or **Google Chrome**. Please use the following links to download one of the supported versions of these browsers: [IE 9](#) or [Google Chrome](#). We apologize for any inconvenience this may cause.

Additional Online Notary Resources

SOS Online Notary Portal

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Things you need before you start

- Drivers License number (or state ID card)
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notaries for your employer:
- Employer name
 - Address
 - Phone number

Things you need before you start

You must secure a bond prior to submitting a notary application:

- The bond must be for \$5000.
- The bond must be valid for the same 8 year period as the commission.
- After securing the bond, you will receive documentation stating the name of the surety and the bond number.

There are two types of bonds: Surety and Freehold

- Surety Bond is obtained from a bonding company or bank.
- Freehold Bond is obtained when a person other than the applicant puts forth the \$5000 bond in the form of real property they own.

Do not start the application process without knowing your bond information!

Step 1

To reapply for your notary commission select "apply."


State of Indiana [US] <https://myweb.in.gov/SOS/notaryapp/Default.aspx>

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> before you begin

- ✓ To become a Notary, an individual must [\(What's This?\)](#)
- ✓ Determine the type of bond to provide. [\(What's This?\)](#)
- ✓ Payment information. [\(What's This?\)](#)
- ✓ Functions of a Notary. [\(What's This?\)](#)
- ✓ Official Notary Guide. [\(What's This?\)](#)
- ✓ Frequently asked questions. [\(What's This?\)](#)
- ✓ Other Resources. [\(What's This?\)](#)

Adobe Reader Required

 Get ADOBE® READER®

1 Start

> apply
Become a Notary Public

2 Resume

> login
Resume your transaction with your Transaction ID and E-mail Address or PIN

3 Other Actions

- > search**
Search for notaries
- > revise**
Revise your commission
- > get a copy**
Get a copy of your commission certificate
- > training**
Perform notary training
- > register**
Register to apply via a service company
- > bulk upload**
Upload a batch of notary applicants

The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.

Thank you for using Online Notary!

Home | SOS Home | Contact | FAQ | Survey

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Step 2

Answer the Pre-Qualification Questions.

Pre-Qualification

Are you at least 18 years of age?

☐ Yes ☐ No

Are you an Indiana resident?

☐ Yes ☐ No

Have you served jail time of 6 months or more?

☐ Yes ☐ No

Do you hold an office classified as a [lucrative office](#) in Indiana?

☐ Yes ☐ No



Next

Cancel

Step 3

Enter your email address. A Transaction ID number will be emailed to you.


Please enter your e-mail address. An e-mail will be sent to you with a Transaction ID. Should you be disconnected during your transaction, you may log back in using your e-mail address and the Transaction ID. All information you have previously entered will be saved, and you will be able to restart the transaction at the point where you lost your connection.

E-mail Address:


Re-type E-mail Address:

Step 4

Save the Transaction ID number for future reference. You will need this if you are unable to complete the process in one sitting.

**Notary Public**


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Log out »

Please save the following transaction information:

Transaction ID: NT201406260022
E-mail Address: example@example.com



This information can be used to restart your application (see below). This information has also been e-mailed to you.

The next step in the process is to continue your application. When completed, you will checkout and submit the application with payment, and you will be able to download your commission certificate.

How do I restart my application?
You may restart your application by going to the [resume transaction page](#) and providing the Transaction ID and E-mail Address listed above.

Why would I restart my application?
You may want to restart your application because you needed to close the web page to obtain additional information, or the web page closed due to other reasons.

Next

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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Step 5

Select whether you have previously been a notary.

IN.gov

Notary Public

Indiana Secretary of State
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[Log out »](#)

Existing Notary Check

Are you, or have you ever been, a Notary Public in the state of Indiana? ☒ Yes ☐ No

[Next](#)


[Cancel](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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Step 6

Search for your current or past notary commission. When conducting the search, only use your commission number or first and last name. Leave all the other fields blank.


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Notary Search [Log out](#)

To re-apply to become a Notary Public, please find your current or previous commission.

NOTARY SEARCH CRITERIA

Commission Number:

Notary Name Search Type: ☒ Full ☐ Partial ☐ 

First Name:

Last Name:

Street:

City:


ZIP:


County:


Status:


Bond Type: ☐ Surety ☐ Freehold ☒ Both

Bond Issuer:

Commissions Issued Between: 

and 

Commissions Expiring Between: 

and 

Step 7

Select your commission in the match found line.

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Log out »

Notary Search Results

If you find your commission in the search results, select it and click "Match Found". If you cannot find your commission, either revise your search or click "No Match Found".

Select	Commission#	Name	Address	City	Zip	County	Status
<input type="radio"/>	650371	MATTHEW		CARMEL	46032	HAMILTON	Active

Match Found

No Match Found



Return To Search

Home | SOS Home | Contact | FAQ | Survey

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Step 8

Complete the eight multiple choice training questions. When the training is completed, select "continue."

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Notary Public Training[Log out »](#)

This is not a test! You will be presented a series of questions that are intended to inform you of the responsibilities and duties of a Notary Public. You will not be able to proceed to the next question before answering the current question correctly.

If you are disconnected during the training or must leave the training for any reason, you will be able to return at a later time and resume the training where you left off. The transaction number you were e-mailed and your registered e-mail address will be needed to continue with the training and application process.

Begin the Training

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Notary Training Completed


[Log out »](#)

Congratulations! You have completed this Indiana Notary Public training session.

Continue

Step 9

Double check the information in the personal and business information fields.
If needed, make corrections.

Applicant Name:			
First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name as it will appear on commission:			
HOME ADDRESS:			
Street:	<input type="text"/>		
	<input type="text"/>		
City:	<input type="text" value="Enter a City"/>		
State:	<input type="text" value="IN"/>		
ZIP:	<input type="text"/> - <input type="text"/>		
County of Residence:	<input type="text" value="Enter a County"/>		
Home Phone:	<input type="text" value="()"/> - <input type="text"/>		
Indiana Driver's License Number:	<input type="text"/>		
Last 4 digits of your Social Security Number:	<input type="text"/>		
E-mail Address:	<input type="text" value="esample@esample.com"/>		
Re-type E-mail Address:	<input type="text" value="esample@esample.com"/>		
Receive e-mails from the Secretary of State?	<input type="checkbox"/> 		

Step 10

Company information will **only** be filled in if you will be notarizing documents for your company. Select "Skip Company Information" if this does not apply to you.

Skip Company Information	<input type="checkbox"/> 
Company Name:	<input type="text"/>
COMPANY ADDRESS:	
Street:	<input type="text"/>
	<input type="text"/>
City:	<input type="text" value="Enter a City"/>
State:	<input type="text" value="IN"/> 
ZIP:	<input type="text"/> - <input type="text"/>
Office Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>

Step II

Select the type of bond you have obtained. Enter all bond information. Remember that you cannot be your own freehold bond.

Name of bond provider
NOT your name or
service providers.



What type of bond will you provide? ☒ Surety Bond ☐ Freehold Bond [?](#)

Name of Surety:

Bond Number:

What type of bond will you provide? ☐ Surety Bond ☒ Freehold Bond [?](#)

NOTE: The notary applicant cannot be his/her own freeholder.

Property Owner:

OWNER ADDRESS

Street:

City:

State:

ZIP: -

☐ The listed surety has affirmed that he/she is owner in fee-simple of Real Estate in County, of the fair Cash Value of \$5,000 over and above all encumbrances and exemptions.

Step 12

Double check the information on file or that you edited. This information must be correct. If you need to edit the information, select the "edit application" link. This will take you back to the previous page.

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Application Verification [Log out »](#)

Name:	JOHN Q MCSAMPLE	(Edit Application)
Home Address		
Street:	123 MAIN STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
County of Residence:	Marion	
Home Phone:	317-232-8401	
Driver's License Number:	0123456789	
Last 4 digits of SSN:	1111	
E-mail Address:	esample@esample.com	
Receive Notary E-mails:	No	
Company Name:	SECRETARY OF STATE	
Company Address		
Street:	200 W. WASHINGTON STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
Office Phone:	317-232-8401	
Bond Type:	Surety	
Name of Surety:	Bond Company	
Bond Number:	123456	

OATH OF OFFICE

☐ I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana; that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on the application are true and complete to the best of my knowledge; that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).

Next

Step 13

Read the oath of office. Once you have read the oath, confirm that you will uphold the oath by selecting the box on the left side. Then select "next."

Application Verification[Log out](#)

Name:	JOHN Q MCSAMPLE	(Edit Application)
Home Address		
Street:	123 MAIN STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
County of Residence:	Marion	
Home Phone:	317-232-8401	
Driver's License Number:	0123456789	
Last 4 digits of SSN:	1111	
E-mail Address:	esample@esample.com	
Receive Notary E-mails:	No	
Company Name:	SECRETARY OF STATE	
Company Address		
Street:	200 W. WASHINGTON STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
Office Phone:	317-232-8401	
Bond Type:	Surety	
Name of Surety:	Bond Company	
Bond Number:	123456	

OATH OF OFFICE

☒ I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana; that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on the application are true and complete to the best of my knowledge; that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).

Next

Step 14

Complete the payment process for your renewed notary application. The fee is \$11.22 total.

This is the only time that you will be able to obtain a receipt.

You can print it from the payment confirmation page. If you have a problem with the payment process or need a receipt, you can contact IN.gov customer assistance at 317.233.2010 or customerservice@www.IN.gov.

**Notary Public***Indiana Secretary of State*
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Payment Method[Log out »](#)

Please select a payment method.

- ☐ Credit Card
- ☐ Electronic Check
- ☐ IN.gov Subscriber Account

*Not currently an IN.gov subscriber? [Get information](#) on becoming one.
(Account activation takes approximately 1 - 2 business days.)*

Select

Step 15

You will then receive a confirmation letter via email with a link to print your commission certificate.

Congratulations on becoming a Notary Public!

Indiana Notary Clerk [notary@sos.in.gov]

Sent: Tue 1/21/2014 11:53 AM

Congratulations! Your application for an Indiana Notary Commission has been filed and approved by the Indiana Secretary of State. You are now a part of the largest single group of public officials in our state, with over 80,000 members. As a notary public, your duties serve a critical function within the state.

Notarization is important as an attestation that the signature or signatures on a document have been witnessed, and the parties identified by an impartial public official. Notaries are expected to be impartial, unbiased and without a financial interest in the agreements they notarize.

To assist you in rendering professional service, my office maintains [a guide](#) outlining the laws governing the official acts of notaries.

The information provided in the guide, although a good reference, does not address every question, problem, or situation you might face as a notary. If at any time you are unsure how to proceed, I recommend you seek legal advice; as a notary you may be liable both criminally and civilly for any negligent or fraudulent acts.

We want to hear from you! Take [this short online survey](#) and tell us about your experience using the online Notary application.

For your records your [Notary Commission Certificate](#) is available for download.

You must have Adobe Reader installed on your computer to open this file.



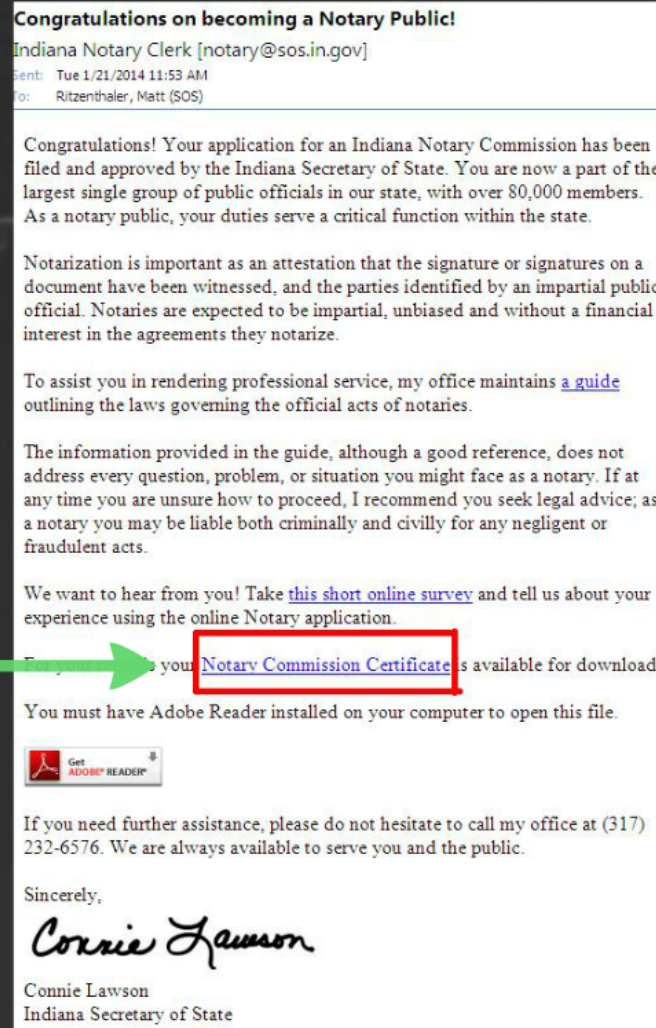
If you need further assistance, please do not hesitate to call my office at (317) 232-6576. We are always available to serve you and the public.

Sincerely,

Connie Lawson
Indiana Secretary of State

Step 16

Print your commission certificate from your confirmation letter.
You will be charged \$6.12 for additional copies.



Obtaining your Notary Stamp or Seal

Make sure to destroy your previous stamp or seal as it will no longer be valid.

To obtain a notary stamp or seal, you can take your commission certificate to an office supply store. You may also contact a notary association to obtain the required stamp or seal.

The Indiana Secretary of State's office does **not provide notary stamps or seals.**

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended to protect yourself.

Journals can be purchased from any office supply store.

Information to track in a journal includes:

- Date and time of notarial act
- Type of notarial act
- Date of the document notarization
- Type of document notarized (i.e. will, contract, deed)
- Printed name of signer
- Description of how the notary public identified the signer
- Any other pertinent information
- Unusual circumstances (i.e. refusal to notarize)

Important Reminders

- You are required to notify the Secretary of State's office if your address changes.
- You are required to notify the Secretary of State's office if you change your legal name.
- If you decide you no longer wish to be a notary public, you should terminate your commission prior to the term's expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 West Washington Street
Room E018
Indianapolis, IN 46204

Reapplying for your notary commission

Before you start

Understand there is not actually a "renewal" process for notaries.
Notaries must receive a new commission number and expiration period when their current commission expires.
To receive a new notary commission number, you will need to apply similarly to how you did previously.
This commission is to replace your previous commission number if it has expired.

Locating the Notary Homepage



Locating the Notary Homepage



Locating the Notary Homepage



Things you need before you start

- Drivers license number for state ID card
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notary for your employer:
• Employer name
• Address
• Phone number

Things you need before you start

You must secure a bond prior to submitting a notary application.
• The bond must be for \$5000.
• The bond must be valid for the same 5 year period as the commission.
• After securing the bond, you will receive documentation stating the amount of the money and the bond number.
There are two types of bonds: Surety and Fidelity.
• Fidelity bond is obtained when a person other than the applicant pays for the \$5000 bond in the form of real property they own.
You can view the application process without having your bond information.

Step 1



Step 2

Answer the Pre-Qualification Questions.



Step 3

Enter your email address. A temporary ID number will be emailed to you.



Step 4

Review your information. You will need this if you are unable to complete the process in one sitting.



Step 5

Select whether you have previously been a notary.



Step 6

Search for your current or past notary commission. When conducting the search, you will use your commission number or first and last name, based on how you have been a notary.



Step 7

Select your commission in the match found list.



Step 8

Complete the eight multiple choice testing questions. When the testing is completed, select "Continue".



Step 9

Download the Information for personal and business information. Both Fidelity and Fidelity.



Step 10

Complete the information on the form. You must have all the information ready for you. Select "Save/Continue Information" if the information is not yet ready.



Step 11

Select the type of bond you have obtained. There is bond information for both types of bonds. Select "Save/Continue Information" if the information is not yet ready.



Step 12

Review the information you have entered. You will need to review the information you have entered. Select "Save/Continue Information" if the information is not yet ready.



Step 13

Review the information you have entered. You will need to review the information you have entered. Select "Save/Continue Information" if the information is not yet ready.



Step 14

Consider the payment process for your renewed notary application. The fee is \$12.00.



Step 15

You will then receive a confirmation letter via email with a link to print your commission certificate.



Step 16

Print your commission certificate from your confirmation letter. You will be charged \$6.00 for additional copies.



Obtaining your Notary Stamp or Seal

Make sure to destroy your previous stamp or seal as it will no longer be valid.
To obtain a notary stamp or seal, you can take your commission certificate to an office supply store. This may also require a notary application to obtain the required stamp or seal.
The Indiana Secretary of State's office does not provide notary stamps or seals.

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended for greater personal protection. Journals can be purchased from any office supply store.
Information to include in a journal includes:
• Date and time of notarial act
• Type of notarial act
• Name of the document notary signed
• Name of the person notary signed for
• Physical use of notary
• Signature of the notary public identified the signatory
• Any other pertinent information
To protect client information, it is advised to include the

Important Reminders

- The commission is valid for the Secretary of State's office if you change your last name.
- The commission is valid for the Secretary of State's office if you change your first name.
- If you do not renew your commission with the Indiana Secretary of State, you will lose your commission prior to the next expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-4531
Email: inotary@ind.gov
Business Services Division
101 West Washington Street
Room 1208
Indianapolis, IN 46204

Please view this Prezi in full screen mode